



FFY 18 VOCA
Post Award Grant Management
Workshop
September/October 2017

NEW MEXICO CRIME VICTIMS REPARATION
COMMISSION

GRANTS DEPARTMENT (VOCA)

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- **Troy Giangola**
- **Nicole Avery**
- **Marivel Baca**
- **Grants Program Specialists**

TODAY'S AGENDA:

- Welcome & Logistics
- Brief Overview of CVRC
- Contract highlights (including FY18 additions)
- Fraud, Waste, Abuse prevention
- Financial Management
 - Cash Reimbursement Invoice/Match Reports
 - Match Requirements
 - Budget Revisions
 - Closing Out the Grant
- Basic Grant Management Requirements & Supportive Information
 - Time & Attendance Records
 - Travel Reimbursement
 - Contracts
 - Download information
- VOCA Victim Assistance Quarterly Statistical Report
- Civil Rights compliance
- Q & A

CVRC DEPARTMENTS

- ✓ Administrative
 - ✓ Financial and Human Resources
- ✓ Compensation
 - ✓ Administer Crime Victims Compensation and Rent & Relocation funds
- ✓ Grants
 - ✓ (Mary Ellen) Administer SASP & STOP Violence Against Women Act (VAWA) Grants
 - ✓ (Melissa) Administer Victims of Crime Act (VOCA) Assistance Grant

VOCA ASSISTANCE GRANT 101

- The Victims of Crime Act (VOCA) is the federal government's principal means of providing support for programs that serve victims of all types of crime.
- The federal government distributes these funds to states in block grants. Based on population
- Each year, federal criminal fines, forfeitures and special assessments are deposited into the Crime Victims Fund (the Fund).
- These are offender generated revenues; **NOT TAXPAYER DOLLARS**
- Support **direct victim assistance services**, such as:
 - Advocates
 - Counseling
 - Emergency shelter
 - Rape crisis centers/SANE
 - District Attorney Advocates



CONTRACT OVERVIEW

- VOCA Contract Review
 - Please review your contract carefully! It will guide future site visits.
 - Executed contract amendments will extend funding an additional year for next fiscal year.

CONTRACT HIGHLIGHTS: PROGRAMMATIC

- **PPCs** guide the scope of work and copies of these, the proposal, and appropriate budget information shall be provided to project staff. *(language added to clarify this)*
- Informing and assisting victims with **compensation** applications.
- **Collaboration/coordination** with other victims service providers.
- **LEP plan** in place and in practice. *(upcoming training by NMCADV)*
- Inform and assist victims with **VINE and SAVIN** (case status and offender information services).
- **AIA** conference attendance for 2 staff. *(agency must meet requirement before receiving scholarships!)*
- Special conditions via communication to CVRC (e.g. OVC TTAC, SAR)

CONTRACT HIGHLIGHTS: PROGRAMMATIC (CONT'D)

- VOCA funds will **not be used for prevention activities**, but may be used to support, inform, and outreach to victims about available services. (*updated language from “public awareness” on prior contract*)
- **Track project data** in accordance with requirements of the quarterly and annual statistical report (quarterly reports due the 5th of the month after the quarter ends).
- All staff providing direct services to victims must attend at least ONE **compensation workshop** during the grant year (future dates TBD).
- **Materials/publications** funded by VOCA to be sent to CVRC for review/approval prior to printing and must include contractual disclaimer language.

CONTRACT HIGHLIGHTS: PROGRAMMATIC (CONT'D)

- Restrictions on using VOCA funds for **food** (except for victims or as part of conference attendance by staff)
- **Volunteers** must be an integral part of the VOCA funded project.
- Maximum federal rates for **hotel and consultants** (\$650/day)
- Annual attendance at a grant reporting workshop (*this webinar counts*)
- Must adhere to **state and local laws/rules** related to discrimination against protected classes

CONTRACT HIGHLIGHTS: FINANCIAL

- Payment is **reimbursement** only and must be properly received **on time** to be processed for payment with that month's batch (by the 10th or previous business day). Need to receive EVERY subgrantee's invoice packet on time on each quarter at the least; some subgrantees have special conditions to submit monthly.
- Invoice packets must be received as **originals** (not electronic) due to DFA (state of NM) requirements.
- Track VOCA funds **separately** within agency's accounting system and maintain supportive documentation for grant expenses. Some subgrantees required to submit time and activity sheets with every invoice; others will be requested randomly throughout the grant year, but must keep on file.
- **No supplanting!** Generally, supplanting occurs when a state, local, or tribal government reduces state, local, or tribal funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity.
- **June invoices** are usually due early due to state fiscal year closeout.
- Requirements for program-specific **audit**
- **Additional requirements for probationary/high risk subgrantees**

• QUESTIONS SO FAR?

SOME NEW ADDITIONS TO THE FY18 CONTRACT:

- No discrimination based on **actual or perceived** protected categories
- Agreement to abide by **Part 200 Uniform Requirements** and **Final VOCA Rule**
- Agreement to inform victims re: **SAVIN** when applicable
- Clarifies due date for quarterly statistical reports
- Removes language only relevant for VAWA funded projects
- Adds language to clarify that equipment/technology (capital outlay) must be **inventoried**
- **Grievance policies** should be posted on the agency website
- Clarifies that **EEOC complaints** must be forwarded to CVRC
- Adds **language required by this federal award**, including permitting OCFO access to grant documents, restrictions on computer networks, prohibition on discrimination against students for moral/religious beliefs, prohibited conduct related to human trafficking, whistleblower protections, proper use of arrest and conviction records,

FRAUD CONSEQUENCES



WHAT IS GRANT FRAUD?

- Grant funds are awarded for specific purposes and grantees must use them accordingly & follow the rules
- Grant Fraud = lying, cheating, or stealing anywhere in the process
- Inform us promptly in **WRITING!**

CONFLICTS OF INTEREST / PROCUREMENT PROCESS ISSUES

- Grantees are required to use federal funds in the best interest of their program and these decisions must be free of undisclosed personal or organizational conflicts of interest— both in appearance and fact.

The typical issues in this area include:

- Less than Arms-Length Transactions: purchasing goods or services or hiring an individual from a related party such as a family member or a business associated with an employee of a grantee.
- Subgrant award decisions and vendor selections must be accomplished using a fair and transparent process free of undue influence. Most procurements require full & open competition.
- Consultants can play an important role in programs. However, their use requires a fair selection process, reasonable pay rates, and specific verifiable work product.

“LYING” OR FAILING TO SUPPORT

- A grant agreement is essentially a legally binding contract and grantees are obligated to **use their grant funds as outlined** in the agreement and to act with **integrity** when applying for and reporting their actual use of funds. Grantees are also obligated to properly **track** their use of funds and maintain adequate supporting documentation.

The typical issues in this area include:

- Unilaterally redirecting the use of funds in a manner different than outlined in the grant agreement.
- Failing to adequately account for, track or support transactions such as personnel costs, contracts, indirect cost rates, matching funds, program income, or other sources of revenue.
- Grantees must accurately represent their eligibility for funding and cannot provide false or misleading information in their application or subsequent narrative progress or financial status reports.

Dec 2013 Uniform Guidance 2 CFR Part 200 (source of info)

- ✓ §200.400 No Profit
- ✓ §200.465 Home Rental Costs
- ✓ §200.415 Required Certifications
- ✓ §200.112 Conflicts of Interest
- ✓ §200.113 Mandatory Disclosure
- ✓ §200.430 (i) Standards of Documentation for Personnel Expenses
- ✓ Appendix IV Indirect Costs

RISK MITIGATION FOR GRANTEES

1. Examine your programs to identify fraud vulnerabilities.
2. Implement specific fraud prevention strategies including educating others about the risks— the more people are aware of the issues, the more they can help prevent problems or detect them as early as possible.
3. Maintain a well designed and tested system of internal controls.
4. Ensure all financial or other certifications and progress reports are adequately supported with appropriate documentation and evidence.

RISK MITIGATION FOR GRANTEES

5. Identify any potential conflicts of interest issues and disclose them to the appropriate officials for specific guidance and advice. Ensure everyone involved in the grant process understands the conflict of interest prohibitions.
6. Ensure there is a fair, transparent, and fully-documented procurement process especially when utilizing consultants. Ensure the rate of pay is reasonable and justifiable and that the work product is well-defined and documented.
7. ANY QUESTIONS ABOUT FRAUD, WASTE, OR ABUSE?



2018 ADVOCACY IN ACTION

• SAVE THE DATE!

- Conference March 13-16, 2018 at the Hyatt Regency Tamaya near Albuquerque
- Registration Fee: \$399.00
- 2 staff must attend under terms of VOCA contract

VOCA Victim Assistance Budget:

This should guide your invoice preparation. Top budget grid should match narrative.

BUDGET TIPS:

- Math across and down should be accurate
- VOCA hours/week should be rounded to the nearest quarter hour
- +/- 2 VOCA hours per week variance from the budget; otherwise, consider budget revision or use salary tracking spreadsheet
- Personnel benefits should be clear and broken down (may use separate spreadsheet)
- Update us with any hourly rate, UI/WC, insurance premium changes!

Federal: 20.0	Instate Travel	Itemize Description	Amount
		Advocacy in Action (AIA) Conference Early Bird Registration for 2 @ \$349 each	698
		AIA Preconference Registration for 2 persons @ \$100 each	200
		AIA Hotel: \$100/night x 3 nights x 2 persons	600
		AIA Per Diem: \$30/day x 3 days x 2 persons	180
		AIA travel: 436 miles x \$.45/mile	196
		Mileage of staff for client transportation & client related travel: 1,320 miles @ \$.45/mile	594
		TOTAL	2468

Federal: 30.0	Maintenance/ Repairs	Itemize Description	Amount
		TOTAL	0

Federal: 40.0	Supplies	Itemize Description	Amount
		Paper, files, ink cartridges, calendar, post-its, pens, pencils, postage (prorated 8.5% of agency total of \$12,284)	1040
		Printed materials: brochures, safety cards, letterhead, envelopes, photocopies, business cards, other printed educational materials	634
		Food for shelter clients (prorated 25% of shelter food expense total of \$14,800)	3700
		TOTAL	5374

Federal: 50.0	Contractual/ Consultants	Itemize Description	Amount
		TOTAL	0

Federal: 60.0	Operation Costs	Itemize Description	Total Agency Budget	VOCA %	Amount
		Cell phone for non-residential Victim Advocate: \$36/month x 12	1800	24%	432
		Office phone, prorated amt. for non-res. Victim Advocate: \$300/mon. x 12 x 13.33%	3600	13.33%	480
		Shelter crisis phone expense: \$260/month x 12 x 50%	3120	50%	1560
		Shelter utilities expense (gas, water, trash): \$375/month x 12 x 50%	4500	50%	2250
		Shelter computer & network maintenance: \$166.66/month x 12 x 50%	2000	50%	1000
		TOTAL			5722

Federal: 80.0	Capital Outlay	Itemize Description	Amount
		TOTAL	0

MATCH REQUIREMENTS: FEDERALLY MANDATED

Must be expended by the end of the grant year!

Tip: Watch your match expenditures throughout award and meet match early if feasible.

VOCA Match – 20%
Formula
Federal Funds Requested / 4
=
VOCA Match

In the event that the total match requirement is not expended, the subgrantee will be required to **REFUND or NOT BE REIMBURSED** the federal amount equivalent.

VOCA Match
(New Projects)

35%
Federal
Funds
Requested *
.35 / .65
=
VOCA Match

MATCH REQUIREMENTS: UNMET MATCH EXAMPLE

Original Award 20 % Match

Grant Amount Awarded: \$25,000

Match Amount Required: \$ 5,000

(match formula of 20% = federal amount /4)

Reported by End of Grant

Grant Amount Expended: \$20,000

Match Amount Expended: \$3,000

(match formula of 20% = federal amount /4)

Reverse Formula:

Federal Dollar Equivalent for \$3,000 Match = \$9,000

(Federal = \$3,000 X .80/.20)

\$20,000 federal dollars were reported as expended. Only \$12,000 are accurately accounted for with the reported \$3,000 match. Therefore, \$20,000-\$12,000=\$8,000.

Your Agency will be required to refund \$8,000.

**VAWA/VOCA CONTRACT AWARD
CASH REIMBURSEMENT INVOICE**

PAYABLE TO

Contract No.:

Fed. Grant No.:

Contract Agency Name:

Agency's Address:

Agency's Telephone No.:

Fax:

E-Mail:

The Invoiced Expenditures Entered Will Be the Amount Reimbursed During This Time Period (Line C)

	0.0 Personnel	10.0 Benefits	20.0 Instate Travel	30.0 Maintenance Repairs	40.0 Supplies	50.0 Contractual/ Consultants	60.0 Operation Cost	80.0 Capital Outlay	95.0 Out of State Travel/Other	*TOTAL
A. Federal Funds Budgeted (approved current budget)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Federal Funds Previously Expended (this must be the same as reported in Line D. on the last report)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. Expenditures for this period (the total amount to be reimbursed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Invoiced 0.00
D. *Total Federal Funds Expended this year [B + C]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. *Balance (Federal Funds remaining to be expended in this grant year [A - D])	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

***FORMULAS ARE IN PLACE TO COMPUTE THE TOTALS AND REMAINING BALANCES FOR EACH CATEGORY**

Reporting of Program Income (If applicable)

All programs must report revenues generated as a result of their VOCA/VAWA funded activities. If these funds have been expended that must be reported also. Please document that these revenues were expended for VOCA/VAWA eligible activities. (Attach sheet if necessary)

Program Income for the reporting period: \$

Expenditures of these revenues: \$

FINAL INVOICE:

YES _____

NO _____

**THE ABOVE AMOUNT REFLECTS THE FEDERAL GRANT
EXPENDITURES FOR THE FOLLOWING TIME PERIOD:**

_____ TO _____
MONTH DAY YEAR

_____ TO _____
MONTH DAY YEAR

I certify to the best of my knowledge and belief this invoice is correct and all outlays are for the purposes set forth in the subcontract award documents.

Printed Name of Authorized Official

Signature of Authorized Official

Date

Prepared By

Telephone Number

E-Mail Address

REQUIREMENTS:

- Invoices reflecting expenditures of the previous month must be submitted on or before the 10th of each month. Late invoices will not be paid until the following month. If the 10th is on a weekend or holiday, the invoice packet must be received in our office by the prior workday.
- An original and 2 copies** of the cash reimbursement invoice form must be mailed to NMCVRC. See above for deadline.
- One original accounting sheet** (no supporting documentation is require unless requested by NMCVRC) of all expenditures in line item order must be attached to this invoice for the subcontract files.
- The invoice must be signed and dated by the appropriate Authorized Official.
- Do not staple.**
- All reimbursement forms and documents **MUST** be mailed or hand delivered. They **CANNOT** be faxed.
- NO REIMBURSEMENT WILL OCCUR IF ANY OF THESE REQUIREMENTS ARE NOT IN PLACE.**

If you have any questions regarding this invoice, please contact your grant manager at (505) 841-9435.

**VAWA/VOCA CONTRACT AWARD
CASH REIMBURSEMENT INVOICE**

PAYABLE TO

Contract No.: 2016-VA-401

Fed. Grant No.: 2015-VA-GX-0053

Contract Agency Name: 14th Judicial District Attorney's Office

Agency's Address: 1234 Main St. Outer Limits, NM 87999

Agency's Telephone No.: 505-555-9999

Fax: 505-555-9910

E-Mail: DA@state.nm.us

The Invoiced Expenditures Entered Will Be the Amount Reimbursed During This Time Period (Line C)

0.0 Personnel	10.0 Benefits	20.0 Instate Travel	30.0 Maintenance Repairs	40.0 Supplies	50.0 Contractual/ Consultants	60.0 Operation Cost	80.0 Capital Outlay	95.0 Out of State Travel/Other	*TOTAL
A. Federal Funds Budgeted (approved current budget)									
53,782.00	13,312.00	0.00	0.00	375.00	0.00	1,668.00	1,500.00	0.00	70,637.00
B. Federal Funds Previously Expended (this must be the same as reported in Line D. on the last report)									
3,102.48	1,003.50	0.00	0.00	75.00	0.00	0.00	1,500.00	0.00	5,680.98
C. Expenditures for this period (the total amount to be reimbursed)									Invoiced
2,068.48	924.74	0.00	0.00	75.00	0.00	119.20	0.00	0.00	3,187.42
D. *Total Federal Funds Expended this year [B + C]									
5,170.96	1,928.24	0.00	0.00	150.00	0.00	119.20	1,500.00	0.00	8,868.40
E. *Balance (Federal Funds remaining to be expended in this grant year [A - D])									
48,611.04	11,383.76	0.00	0.00	225.00	0.00	1,548.80	0.00	0.00	61,768.60

***FORMULAS ARE IN PLACE TO COMPUTE THE TOTALS AND REMAINING BALANCES FOR EACH CATEGORY**

Reporting of Program Income (If applicable)

All programs must report revenues generated as a result of their VOCA/VAWA funded activities. If these funds have been expended that must be reported also. Please document that these revenues were expended for VOCA/VAWA eligible activities. (Attach sheet if necessary)

Program Income for the reporting period: \$

Expenditures of these revenues: \$

FINAL INVOICE: YES _____ NO X

**THE ABOVE AMOUNT REFLECTS THE FEDERAL GRANT
EXPENDITURES FOR THE FOLLOWING TIME PERIOD:**

October 1, 2015
MONTH DAY YEAR

December 30, 2015
MONTH DAY YEAR

I certify to the best of my knowledge and belief this invoice is correct and all outlays are for the purposes set forth in the subcontract award documents.

Yagatta B. Kiddin
Printed Name of Authorized Official

Yagatta B. Kiddin

Signature of Authorized Official

1/4/16
Date

Dewey Cheetam
Prepared By

505-555-9999
Telephone Number
dewey.cheetam@state.nm.us
E-Mail Address

REQUIREMENTS:

- Invoices reflecting expenditures of the previous month must be submitted on or before the 10th of each month. Late invoices will not be paid until the following month. If the 10th is on a weekend or holiday, the invoice packet must be received in our office by the prior workday.
- An original and 2 copies** of the cash reimbursement invoice form must be mailed to NMCVRC. See above for deadline.
- One original accounting sheet** (no supporting documentation is require unless requested by NMCVRC) of all expenditures in line item order must be attached to this invoice for the subcontract files.
- The invoice must be signed and dated by the appropriate Authorized Official.
- Do not staple.**
- All reimbursement forms and documents **MUST** be mailed or hand delivered. They **CANNOT** be faxed.
- NO REIMBURSEMENT WILL OCCUR IF ANY OF THESE REQUIREMENTS ARE NOT IN PLACE.**

If you have any questions regarding this invoice, please contact your grant manager at (505) 841-9435.

CASH REIMBURSEMENT INVOICE

Federal Accounting Sheet (Example)

October-December 2015

00.0 Personnel								
Date	Check No.	Paid To	Description	Gross Amount	Hourly Rate	Total Hours/pp	VOCA hours/pp	VOCA Amt
10/6/15	1014	Merry Sunshine/Victim Adv.	VOCA Salary	1,328.00	16.60	80.00	80	1,328.00
10/6/15	1015	Ginger Snap/Invest.	VOCA Salary	1,480.96	18.51	80.00	40	740.48
							TOTAL	\$ 2,068.48
10.0 Benefits								
Date	Check No.	Paid To	Description	Gross Amount			% VOCA	VOCA Amt
10/6/15	1016	Health Insurance BCBS	Merry Sunshne	347			100	347
10/6/15	1016	Health Insurance BCBS	Ginger Snap	419.50			50.00	209.75
10/6/15	Direct Deposit	Sun West Bank	Deposit FICA (7.65%)					158.24
							TOTAL	\$ 924.74
40.0 Supplies								
Date	Check No.	Paid To	Description	Gross Amount			% VOCA	VOCA Amt
10/18/15	1023	Staples	Supplies-paper					75.00
							TOTAL	\$ 75.00
60.0 Operation Cost								
Date	Check No.	Paid To	Description	Gross Amount			% VOCA	VOCA Amt
12/22/15	1030	Outer Limits Utility	Electric	209.00			10%	20.90
12/22/15	1031	Outer Limits Natural Gas	Gas	158.00			10%	15.80
12/22/15	1033	Plateau Wireless	Cell Phone	67.00			100%	67.00
12/22/15	1034	Century Link	Internet	155.00			10%	15.50
							TOTAL	\$ 119.20
TOTAL CASH REIMBURSEMENT			\$ 3,187.42					

Match Accounting Sheet (Example)

October-December 2015

00.0 Personnel								
Date	Check No.	Paid To	Description	Gross Amount	Hourly Rate	Total Hours/pp	VOCA hours/pp	VOCA Amt
10/6/15	1014	Mary Smith – counselor	VOCA Salary	2122.42	26.53	80.00	29.60	785.30
10/20/15	1015	Mary Smith – counselor	VOCA Salary	2122.42	26.53	80.00	29.60	785.30
							TOTAL	\$ 1,570.60
Date	Check No.	Paid To	Description	Gross Amount			% VOCA	VOCA Amt
							TOTAL	\$ -
60.0 Operation Costs								
Date	Check No.	Paid To	Description	Gross Amount			% VOCA	VOCA Amt
10/29/15	1013	Golden Property Mgmt	November Rent	2,400.00			10%	240.00
							TOTAL	\$ 240.00
TOTAL MATCH REPORTED			\$ 1,810.60					

RECORD OF MATCH ACCOUNTING SHEET

ATTENTION TO DETAILS

- ✓ Reports must be submitted on time (on the qtr.)
- ✓ Reports must be accurate
- ✓ Must use **approved** budget
- ✓ Need original signature on invoice at this point due to DFA requirements
- ✓ Do not bill for items not included in the budget
 - ✓ e.g.: Don't bill for staples if staples are not in budget
- ✓ Make sure expenditures are invoiced in the correct categories
- ✓ **No negative balances!**

• To Avoid Any Delays

COMMON ERRORS THAT PREVENT PAYMENT

- ✓ The carryover of the 'previously expended' amount must be correct
 - ✓ Line D becomes line B in the subsequent form
- ✓ The subtotals on the accounting sheets are incorrectly entered onto the federal invoice and record or match expenditures forms

• To Avoid Any Delays

REMINDERS

- ✓ Use the correct contract/subgrant number and federal grant number; DFA will kick this back
- ✓ Send the correct number of copies (only need copies of signed invoice form, NOT whole packet)
- ✓ DO NOT STAPLE
- ✓ Check and make sure the formulas are working
- ✓ On the quarter, notify our office if the reports are going to be late in advance, NOT on the due date
- ✓ Call or email with questions prior to the 10th/due date
- ✓ Final FY17 VOCA invoice due 10/10 for current subgrantees

• To Avoid Any Delays

IMPORTANT:

- To Avoid Long Delays in the Reimbursement Process, Immediately Report Changes in an Organization's:
 - Name
 - Point of Contact
 - Address
 - Email Address
 - Bank, If Direct Deposit

BUDGET REVISION FORM

- Form can be downloaded from www.cvrc.state.nm.us
- Budget revisions must be emailed to CVRC.Grants@state.nm.us (not to individual staff)

REQUESTING BUDGET REVISIONS

- Periodically in the grant year, look at the federal and match balances.
 - Is there funding in line categories that is not being expended as expected?
 - Do you need to move funding around to meet the basic needs of the project?
 - Is the project staff asking to see if funds may be used to purchase something needed and allowable under the grant that supports the funded project.
 - Is there position vacancy funding that needs to be redistributed in the project to expend the funding?
 - Have you overspent a line category and want to move funding to cover those costs? (Remember, negative balances are NOT allowed when invoicing.)
 - Other reasons for a budget revision?

REQUESTING BUDGET REVISIONS

- **Project budgets cannot be changed until a signed budget revision is in place!**
- The budget revision form is not needed if funds are not being shifted between categories (e.g. if you would like to reduce/increase someone's hours or hourly rate, or you would like add/change listed supplies, capital outlay, or training, a narrative budget revision request in the form of an email or memo is sufficient).
- The 3rd /early 4th quarters are a great time to assess your project's needs for budget revisions, especially if you are considering a shift of funds for necessary supplies or capital outlay expenses! **In general, last minute budget revisions will NOT be approved.**
- Reminder: budget revision requests should be EMAILED with signature to the CVRC.grants@state.nm.us address. Please do not mail!
- Please provide a brief narrative explanation on the form explaining the requested changes.

Budget Revision Request VAWA/VOCA

Date of Request
 Phone Number

Agency
 Email Address

Contact Person
 Subgrantee Number

Current Approved Budget

		0.00	10.0	20.0	30.0	40.0	50.0	60.0	80.0	95.0	
		Personnel	Personnel	Instate	Maintenance/	Supplies	Contractual/	Operation	Capital	Out of State	Total
			Benefits	Travel	Repairs		Consultants	Cost	Outlay	Travel/Other	
A.	Current Federal										\$ 0.00
B.	Current Match										\$ 0.00
C.	Total Program Budget	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Requested Budget Amendment

		0.00	10.0	20.0	30.0	40.0	50.0	60.0	80.0	95.0	
		Personnel	Personnel	Instate	Maintenance/	Supplies	Contractual/	Operation	Capital	Out of State	Total
			Benefits	Travel	Repairs		Consultants	Cost	Outlay	Travel/Other	
A.	Requested Federal										\$ 0.00
B.	Requested Match										\$ 0.00
C.	Total Program Budget	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Requested Budget Narrative Adjustment:

Requested Budget Narrative Continued

We hereby request the above revision to our budget and budget narrative.

Authorized Individual Printed Name

Authorized Individual Signature

NMCVRC Grants Department Name

CVRC Approval Signature

Approval Date

A budget revision is not approved until you receive an approved, signed and dated copy from NMCVRC.

GRANT CLOSE OUT

- Determine costs to the end of the grant!
- If there is a balance, two choices:
- Do a budget revision to move the funds where needed.
 - Only with prior approval and typically not last minute (please be mindful of deadlines); call first, talk it out; then we can move it!
- Usually not necessary to do a budget revision to reduce the award amount if planning to revert funds (just leave balances on final invoice).
- If additional match has been tracked, please do not report additional amount on the Record of Match form; no negative balances, please.

TIME AND ATTENDANCE REPORTS

- **TIMESHEET REQUIREMENT with all VOCA invoices (both match and federal personnel) for new FY18 subgrantees and some current subgrantees; others will be selected at random throughout the grant year. Timesheets must still be kept on file for inspection or request.**
- Timesheets submitted with invoices should correspond to the pay period(s) for which reimbursement is sought.

TIMESHEETS (CONT'D)

- Time and activity reports must be maintained for all staff members, exempt and non-exempt, compensated in whole or in part with Federal funds. Salaries and wages are to be documented, signed by the employee, and approved by a responsible supervisory official of the organization that has firsthand knowledge of the activities and actual work performed by the employee (**two signatures/approvals required**). This includes agencies using electronic signatures.
- Executive directors' timesheets should have a **board member** signature.
- The reports must reflect an after the fact determination of actual activities of the employee and be inclusive of **all activities** performed by the employee, not just time spent towards this award.

TIMESHEETS (CONT'D)

- Hours on the accounting sheet with the invoice should **match** the timesheets.
- VOCA hours should be **+/- 2 hours** of what is on the approved budget; otherwise, consider budget revision, or a separate salary tracking spreadsheet may be required
- **Leave time** should be reflected in the timesheets and the VOCA % can be prorated.
- **VOCA hours and activities** must be specifically indicated on timesheets AND the funded person must be paid according to the hours worked per pay period. Your internal accounting system must reflect the actual hours paid by VOCA.
- **Example: The VOCA budget is for 20 hours per week for a victim advocate. On week one of a pay period the advocate works 20 hours & on week two, she works 18 hours. VOCA can only be billed for the 38 hours and the accounting system must track and reflect this.**

TIMESHEET SAMPLE (ALSO FOUND ON CVRC WEBSITE)

Agency Name																				
Grant time accounting and Activity Worksheet																				
Pay Period From:			To:			Employee Name														
Project	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Period Total	% of Hrs Worked	Pay Lunch/Leave	TOTAL HOURS		
FVPSA	4	7	7	7	7			7	7	7	7	7			67	84%	0.00	67.00		
CYFD	2														2	3%	0.00	2.00		
VAWA	1	1	1	1	1			1	1	1	1	1			10	13%	0.00	10.00		
VOCA	1														1	1%	0.00	1.00		
DOH															0	0%	0.00	0.00		
City Grant															0	0%	0.00	0.00		
Grant- Name															0	0%	0.00	0.00		
Grant- Name															0	0%	0.00	0.00		
Other grant															0	0%	0.00	0.00		
Admin															0	0%	0.00	0.00		
Total hrs worked	8	8	8	8	8	-	-	8	8	8	8	8	-	-	80	100%	0.00	80.00		
Pay Lunch															0					
Holiday															0					
Sick Leave															0					
Personal Leave															0					
Other -															0					
Total Lunch & Leave Time															0					
Employee Signature	_____											Date	_____							
Supervisor Signature	_____											Date	_____							
Activities for the Period	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>																			

TRAVEL REIMBURSEMENT:

- If your grant budget includes training, travel reimbursement will be based on your organization's written and approved travel policy (not to exceed federal rate).
- If your organization does not have written travel policies, reimbursement will be based on the state's travel policy.
- **EXCEPTION FOR ADVOCACY IN ACTION (designated rates)**
- Meals reimbursement for Advocacy in Action will be paid utilizing the state's per diem rate (less allowance for meals provided). Departure and return days are calculated at 75% of per diem.

TRAVEL REIMBURSEMENT

*AIA Conference Expense Form To be sent with the reimbursement invoice

Print Name:
Agency Name:
Address:

From (City, State):
 Leave Date: April 30, 2013 Time:
To (City, State): Albuquerque, New Mexico
 Return Date: Time:

Transportation: CVRC will reimburse for the map miles mileage rate of 0.41/mile or at the current state rate.

Round trip map miles X mileage rate =

Lodging (room cost plus tax only) Please attach a copy of your hotel bill.

nights X room rate X room tax = \$

CVRC will only reimburse room and tax at the AIA Conference Rate. Additional rates and charges will be the responsibility of the attendee or their agency.

Meal/Incidentals

travel days + meeting days @ \$30.00/day (if provided meals) = \$

In lieu of actual costs, a per diem will be paid for meals (less allowance for provided meals). The per diem is based on the current state travel policy. Calculate the day of departure and the last day of travel @ .75 of a day for per diem purposes

Subtotal	\$
Less Advance/Prepaid	\$
**TOTAL AMOUNT DUE	\$

Signature of Attendee: _____ **Date:** _____

Authorized Approval: _____ **Date:** _____

*This is for the AIA conference only. If your grant budget includes other training AND if your agency has written travel policies, then those travel policies will be followed.

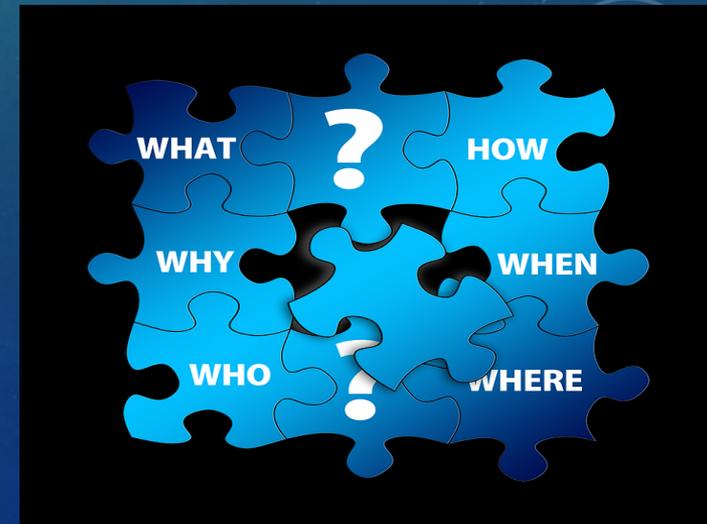
**This is the amount the grant will reimburse. Your agency has the option to make up the difference to the attendee between the set AIA expenses and your agency's travel policies with another funding source.

We will send out a revised form to streamline the AIA Conference Reporting. This mandatory form will be sent out to all subgrantees.

DRAFT

CONTRACTS SHOULD INCLUDE THE FOLLOWING MINIMAL INFORMATION:

- Rate of payment for contractor
- Number of hours of service to be provided
- Description of the services to be provided
- Start Date
- End Date
- Signed and dated by both parties
- * Please provide updated copies



VOCA STATISTICAL REPORT (QUARTERLY REPORTS)

- 4 Quarters to report, due on the 5th (or prior business day if the 5th is a weekend or holiday):
 1. Oct – December, DUE January 5th
 2. January – March, DUE April 5th
 3. April – June, DUE July 5th
 4. July – September, DUE October 5th
- (for FY17 subgrantees, that's coming up!)

THE (HOPEFULLY NOT) FOREVER CHANGING VOCA QUARTERLY STATS FORM:

- www.cvrc.state.nm.us Can locate form from this webpage.
- Completed Statistical Reports must be emailed to CVRC.Grants@state.nm.us
 - New question on **anonymous victims**: from performance measures requested by OVC.
 - Finally! Within the coming weeks, we will host a separate **webinar training** on tips on tracking/reporting for this mandatory VOCA statistical report, hosted by our very own Troy Giangola (stay tuned for registration link).

COLLABORATION WITHIN COMMUNITIES



CIVIL RIGHTS COMPLIANCE FOR SUBGRANTEES
MUST ATTEND ONE TRAINING PER YEAR!
(THIS WORKSHOP COUNTS)



\$

Civil Rights
Obligations

THE OFFICE FOR CIVIL RIGHTS ENFORCES:

- Title VI of the Civil Rights Act of 1964 (*race, color, national origin*)
- Program Statutes (e.g., Safe Streets Act, Victims of Crime Act) (*race, color, national origin, sex, religion, disability*)
- Section 504 of the Rehabilitation Act of 1973 (*disability*)
- Title II of the Americans with Disabilities Act of 1990 (*disability*)
- Age Discrimination Act of 1975 (*age*)
- Title IX of the Education Amendments of 1972 (*sex in educational programs*)
- The DOJ Regulations on the Equal Treatment for Faith-Based Organizations (*religion*)

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

- No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under **any program or activity** receiving federal financial assistance.

VICTIMS OF CRIME ACT

- No person shall on the ground of **race, color, religion, national origin, handicap, or sex** be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with, any undertaking funded in whole or in part with sums made available under this chapter.

42 U.S.C. § 10604(e).

*language in the federal statute; people first advocates prefer “disability”

VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2013

(FOR VAWA GRANTS ISSUED ON OR AFTER OCTOBER 1, 2013)

No person in the United States shall, on the basis of **actual or perceived race, color, religion, national origin, sex, gender identity** (as defined in paragraph 249(c)(4) of title 18, United States Code), **sexual orientation, or disability**, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under [VAWA], and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.

VAWA REAUTHORIZATION ACT OF 2013

(CONTINUED)

If sex segregation or sex-specific programming is **necessary to the essential operation of a program**, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing **comparable services** to individuals who cannot be provided with the sex-segregated or sex-specific programming.

OCR has posted FAQs on the VAWA nondiscrimination provision at <http://ojp.gov/about/ocr/pdfs/vawafaqs.pdf>.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Handicapped person means any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities
- Has a record of such impairment, or
- Is regarded as having an impairment that is not both transitory and minor

SECTION 504 CONTINUED

A recipient with 50 or more employees or receiving federal financial assistance from the Justice Department of \$25,000 or more must...

- Designate a Section 504 compliance coordinator
- Adopt grievance procedures
- Notify program participants, beneficiaries, applicants, employees, unions, organizations with collective bargaining agreements, that recipient does not discriminate on the basis of disability

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

- Prohibits, under certain circumstances discrimination based on disability.
- Disability is defined by the ADA as "a physical or mental impairment that substantially limits a major life activity."
- Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

AGE DISCRIMINATION ACT OF 1975

- No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

THE DOJ REGULATIONS ON THE EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

- Prohibiting discrimination for or against an organization on the basis of religion, religious belief, or religious character in the administration or distribution of Federal funds.
- Allowing a religious organization that participates to retain its independence and continue to carry out its mission, provided that funds do not support any inherently religious activities.
- Ensuring that no organization that receives direct financial assistance from the Department can discriminate against a program beneficiary, or prospective beneficiary, on the basis of religion or religious belief.

RELIGION

- Definitions:



• All aspects of religious practice as well as belief

42 U.S.C. § 2000e(j)



• Includes sincerely held moral or ethical beliefs

29 C.F.R. § 1605.1



Race
Color
National Origin
Religion
Sex
Disability
Age

PROTECTED CLASSES UNDER FEDERAL LAW

WHO IS SUBJECT TO THESE LAWS?

- Any “PROGRAM OR ACTIVITY” that receives financial assistance from the DOJ.
- Program or Activity means all of the operations of an organization receiving federal financial assistance, such as the entire department or office within a state or local government.
- Examples:
 - If a state Department of Public Safety receives federal funding and subawards the funding to local community based organizations, all of the operations of the Department of Public Safety are covered, along with the operations of the local community based organizations.
 - If a rape crisis center receives federal funds and uses the funds to operate particular programs, all of the activities of the center are covered, and not just the federally-funded programs.
 - If a project of a county sheriff’s department receives federal funds, the entire sheriff’s department is covered, but not the other departments in the county.

EXAMPLES OF DISCRIMINATION IN THE DELIVERY OF SERVICES

- A funded domestic violence clinic has a blanket policy of only providing services to female victims of domestic violence, and not to male victims.
- Male employees at a funded detention center sexually harass female occupants.
- A culturally-based sexual assault services program that is primarily designed to provide services to Hispanic individuals turns away a non-Hispanic individual seeking services.

DISABILITY DISCRIMINATION ANALYSIS

- DOJ funding recipients must provide reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability unless a recipient can demonstrate it would be an undue hardship or would fundamentally alter the service or activity.
- Every case requires individualized analysis – individuals with disabilities are not a homogenous group, even those with the same disability.

EXAMPLE:



- A shelter for victims of domestic violence receives VOCA funds.
- The shelter has a blanket policy that residents cannot be taking any prescribed psychotropic medication while staying at the shelter.
- IS THIS AN ACCEPTABLE POLICY?

ANSWER:

- NO!
- By having a blanket exclusionary policy, the shelter has discriminated against individuals who may have a mental disability that may be controlled by medication.
- An individualized assessment must be done of the resident.

REQUIREMENTS OF CVRC TO SUBGRANTEES

- ✘ Monitor subgrantees' compliance with civil rights laws.
- ✘ CVRC has procedure in place to receive and forward on to the EEOC or the Office of Civil Rights discrimination complaints made by employees or beneficiaries of a subgrantee program.
- ✘ CVRC will notify employees or beneficiaries when the complaint is forwarded on to the the above agencies.

MONITORING REQUIREMENTS

OCR REQUIREMENTS FOR CVRC

- ✘ Verify 504 coordinator for grantees with 50+ employees or more than \$25,000 in DOJ funds
 - ✘ Thorough grievance policy
 - ✘ LEP policy
 - ✘ Statement in subgrantee's policies that all individuals have the right to participate in the programs and activities operated by the grantee regardless of race, color, national origin, sex, religion, disability, and age.
 - ✘ Note: Other OCR compliance issues are spelled out in the Assurances and the CVRC contract.

OCR REQUIREMENTS OF CVRC

- ✘ Establish written procedures for CVRC employees to follow when a complaint is received alleging discrimination from clients, customers, program participants, or consumers of CVRC or of a CVRC subgrantee receiving DOJ funding.

FEDERAL DISCRIMINATION ACTS

1. Title VI of the Civil Rights Act of 1964
2. The Omnibus Crime Control and Safe Streets Act of 1968
3. Section 504 of the Rehabilitation Act of 1973
4. Title II of the Americans with Disabilities Act of 1990
5. Title IX of the Education Amendments of 1972
6. The Age Discrimination Act of 1975
7. The DOJ Regulations on the Equal Treatment for Faith-Based Organizations

CVRC COMPLAINT POLICY

- CVRC must establish clear procedures for complaints that include:
 - A designated compliance coordinator (Director)
 - Explain how to file a complaint
 - Explain how CVRC employees will handle complaints when received
 - Explain whether the CVRC will provide written acknowledgement of a complaint received
 - Explain how CVRC will refer a complaint
 - How CVRC staff will be trained on requirements

CVRC CIVIL RIGHTS COMPLIANCE POLICY

- Distributed to every subgrantee*
- Available on the website: www.cvrc.state.nm.us
- Available upon request
- Subgrantees will be required to document receipt of the policy

CVRC CIVIL RIGHTS COMPLIANCE COORDINATOR

- Frank Zubia, Director
New Mexico CVRC
6200 Uptown Blvd. NE, Suite 210
Albuquerque, NM 87110
Tel: 505-841-9432
Fax: 505-841-9437
E-Mail: Frank.Zubia@state.nm.us

QUESTIONS?

THANK YOU!



IMAGE CREDITS:

- https://pixabay.com/p-634901/?no_redirect
- https://c2.staticflickr.com/4/3612/3552123084_28b0cb7484.jpg
- https://pixabay.com/p-951505/?no_redirect
- <https://pixabay.com/en/silhouette-black-religion-ethics-1321398/>
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